

**From:** Jerry Jolly [jerryjolly@comcast.net]

**Sent:** Monday, August 04, 2008 11:02 AM

**To:** Andrew Steinberg; adonta@mtholyoke.edu; msh\_jwh@yahoo.com; kvorwerk@psych.umass.edu; gawles@verizon.net; isaacbenezra@yahoo.com; Musante, John; RSPURGIN@CLARK.EDU

**Cc:** Jerry Jolly

**Subject:** Re: Community Voices/Budget Choices Minutes July 17, 2008

## **Minutes**

### **Community Voices/Budget Choices Facilitation Committee**

**July 17, 2008**

The committee met at the Town Room, Town Hall. The meeting was called to order at 9:10 a.m.

Alison Donta-Venman, Isaac Ben Ezra, John Musante (liaison from the Town Manager's office), Bob Saul, Stanley Gawle, Jerry Jolly, Martha Hanner, Andy Steinberg (liaison from the Budget Coordinating Group), Katherine Vorwerk Feldman, Richard Spurgin (expected to make remote telephone connection), Bonnie Isman (director of the Jones Library).

#### **Agenda:**

1. Assignment of rotating secretary for minutes
2. Approval of minutes, July 10, 2008
3. Discussion of past minutes
- 4 Subcommittee assignments/Subcommittee chairs
5. Presentation of Library Budget Scenarios (B. Isman)
6. Discussion of revenue scenarios presented July 10
7. Adjourn

Meeting opened with discussion of minute taking for this meeting. Jerry Jolly volunteered to take the minutes (alphabetical choice). It was agreed that minutes would reflect issues, action, and referrals for the next meetings. Another goal would be to develop a work sheet on expectations for the minutes.

Approval of the minutes for the July 10, 2008 meeting was unanimous.

It was decided that at the July 24<sup>th</sup> meeting five minutes would be set aside to catch up on approval of previous minutes by the committee.

We then proceeded to discuss subcommittees and chairs. Bob Saul stepped down from the presentation committee, It was decided that the Coordination Committee will be cochairs of CV/BCFC, Bob Saul and Martha Hanner. Media committee Isaac Ben Ezra and Richard Spurgin (WebMaster). Andy Steinberg will fill in as needed. Data/Presentation Committee Alison Donta Venman, Stanley Gawle, Katherine Vorweck Feldman, Bob Saul and Martha Hanner. Outreach Public Engagement Committee Jerry Jolly, Martha Hanner, and Irv Rhodes (expressed interest in this committee at the June 26<sup>th</sup> meeting).

The discussion then focused on Alison's working on a Power Point presentation on data, discussion of how to use ACTV for Outreach, discussion on the Harper College video, and the

possibility of a video presentation.

Andy Steinberg discussed using the Harper College video to demonstrate our situation with multiple scenarios. Andy will consult with Jim Lesko who has done video productions.

The Media committee will focus on producing a great website with Q & A.

John Musante talked about meeting with Richard Spurgin and an town IT person to get the website up and running.

It was decided that sub committees meet at least one time before the July 24<sup>th</sup> meeting and report on their discussions at the July 24<sup>th</sup> meeting. Subcommittees must post meetings 48 hours in advance.

We then proceeded to discuss subcommittees and how information is shared and the requirements of taking the minutes. It was agreed to check with Town Counsel on subcommittee information: how it is shared and if subcommittees are required to take minutes.

Bonnie Isman began presentation at 9:48 a.m. Briefly, highlights from presentation:

1. Library revenue: town tax dollars 70%, State tax 4% This amounts to 3/4 of the budget. Private endowment is 23%, gifts and donations 2%.
2. Revenue from late fines discussed. Fincom says fines belong to the General Fund revenue. Library would like fines to belong to the library.
3. State Aid has been flat funded 6 of the 7 past years.
4. Policy has been to borrow from the next fiscal year for the past year and this will stop soon.
5. State Aid. Must be applied for and six criteria must be met: library must be open to all residents. Director must have appropriate levels of training, must file reports and applications, must be open a minimum of 63 hours per week. 13% per cent of state aid must be spent on materials, municipality must increase funding by 2.5 percent per year by a three year average. Waivers may be applied for if certain conditions exist. This is a lengthy process.
6. Budget presented as a 5 Year Budget scenario.
7. There was a detailed discussion regarding the Library endowment, step increases, and salaries.
8. Discussed Jones Library Fund Drives. Year 2007 saw the highest support for the library.
9. Bob Saul asked for more financial scenarios reflecting a smaller growth in the library endowment.
10. According to Bonnie Isman library circulation goes up in a recession and presently there are 125 library volunteers which account to 115,000 in kind donation. Many are involved in the ESL program.
11. Presentation ended at 10:55 a.m.

**At 10:35 a.m. tried to reach Richard Spurgin on the speaker phone.**

**Future Agenda Items:**

1. Town Manager, Larry Shaffer will present Town Budget scenarios.
2. Reports from Subcommittees,
3. John Musante will continue to report on revenue side until scenarios are complete.
4. Timeline issues/meeting the calendar.
4. Legal decisions on subcommittees.

**July 24<sup>th</sup> and July 31<sup>st</sup> meetings will be held in the Town Room, Town Hall.**

**Meeting adjourned at 11:00 a.m.**